



CITY OF SAN BRUNO

Community Services Department

SPECIAL MEETING MINUTES

Senior Citizens Advisory Board November 2, 2017

1. **Call to Order/Roll Call:** Chair Goff called the meeting of the Senior Citizens Advisory Board to order at 9:00 a.m. Board Members Present: Chair Goff, Vice Chair Green, Hayes, Tracey, and Treasurer Hornung. Board Members Absent: Carmichael, Chu, and Luzaich. Staff Present: Burns, Brewer, and Aker.
2. **PLEDGE OF ALLEGIANCE:** Chair Goff led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** No changes.
4. **APPROVAL OF MINUTES:**
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENT:** None.
7. **CONDUCT OF BUSINESS:** None
8. **UNFINISHED BUSINESS:**
 - a. Report on Results of Invitation for Bids for Senior Center Deck Replacement Project and Request for Funding from the Senior Center Trust Fund to Address the Project Budget Shortfall – Director Burns notified the Board that a special meeting was requested because the City Council will presented with a report requesting the award of contract for the Senior Center deck project on November 14, 2017. Director Burns noted the lowest bid received for the Senior Center deck project was \$159,800 which was \$76,050 higher than the City engineer's estimate. Director Burns added that during the Board's September 2017 Regular Meeting they unanimously recommended to the City Council the expenditure of up to \$40,000 from the Trust Fund to replace the Multi-Purpose Room flooring. Since the meeting, the City received news that the cost of the replacement of the Multi-purpose Room flooring would be covered through the City's insurance policy, therefore staff would like to get the board's thoughts on reallocating the \$40,000 for the deck replacement instead.

Board Member Hayes asked why there was such a big discrepancy between the City engineer's estimate and the bids received. Director Burns replied that the City's engineer team has a high success rate on their estimates but in the current market contractors have the capacity to charge higher rates for construction

projects. **Board Member Hayes** asked staff why the deck project has taken so long to complete since it began in 2015. Superintendent Brewer replied that in the original scope for the project staff did not include the replacement of the railings but later added it per City Council request. **Board Member Hayes** asked if City Council increased the funds that were approved for the deck project because of the addition of the railings and Director Burns replied that City Council originally appropriated \$85,000 for the Senior Center deck project and later approved an appropriation of \$20,000 from the City General Fund in FY 16/17 to address the addition of the railings. **Board Member Hayes** said he would prefer for the money to come be allocated from the Capital Reserve Fund. Director Burns replied that there may not be enough in the General Reserve Fund to fund the shortfall of \$111,646. **Board Member Tracey** asked if they did recommend the \$40,000 to be used to help with the shortfall how soon would work begin and Director Burns replied that the deck project would start as soon as the reconstruction of the Senior Center was complete. **MSC Tracey/Green** to use up to the \$40,000 appropriated for the Multipurpose Room flooring for the Senior Center deck project shortfall. Passed with a 3-1 vote. Board Member Hayes who voted against the motion requested that staff include in their report to the City Council to use the \$40,000 Trust Fund money as a last resort and instead use City Fund revenues to fund the shortfall for the deck project.

9. ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:

10. ITEMS FROM STAFF:

11. ADJOURNMENT: Vice Chair Green adjourned the meeting at 9:33 a.m.

Respectfully Submitted,

Ludmer Aker
Executive Assistant
Community Services